



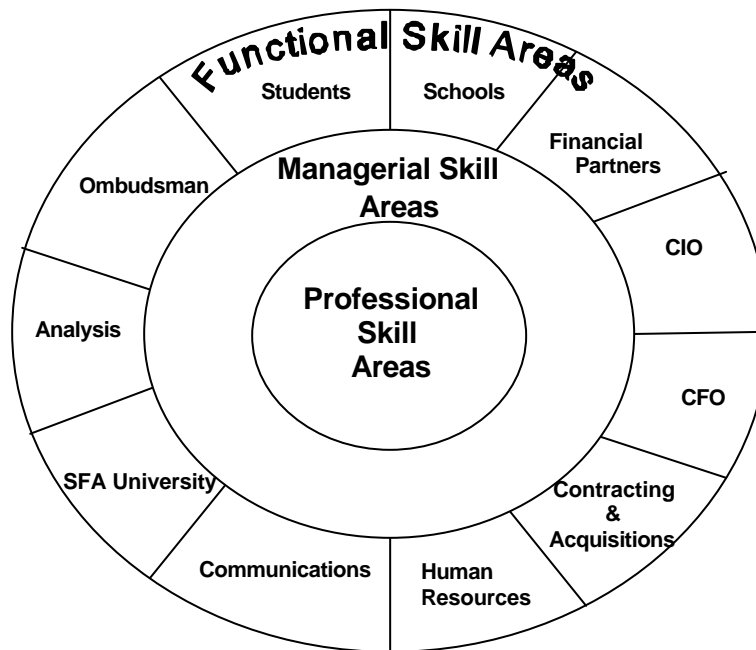
Developing SFA's Achievement Level Standards

January 2001



What Have We Done So Far?

1. Identified/defined skills for SFA channel/units.

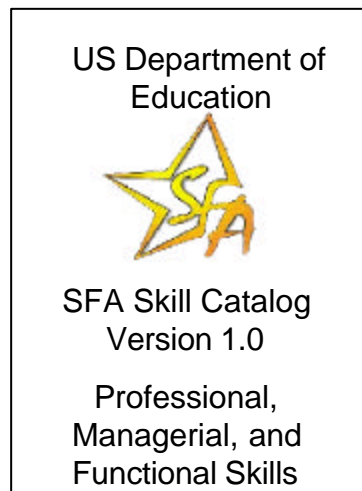


- **Professional Skills:** behaviors, expertise and abilities applicable to all employees to help create the performance-based culture of SFA
- **Managerial Skills:** knowledge, expertise, and abilities associated with leading and managing SFA. The Managerial Skills are applicable to all Supervisors, Managers and Executives in the organization.
- **Functional Skills:** knowledge, expertise and abilities required to successfully perform a specific role in SFA

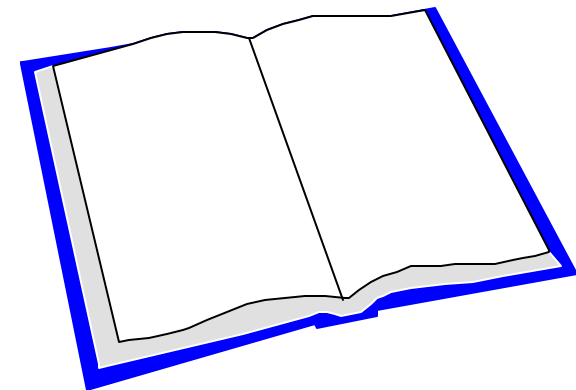


What Have We Done So Far?

2. Compiled SFA's Skill Catalog – Version 1.0.



- **SFA Skill Catalog:** Description of the SFA Skill Model and listing of Professional, Managerial and Functional Skills and definitions.





What are Achievement Levels?

- A defined range of capability within a skill

Each functional skill in the SFA Skill Catalog will have associated observable, measurable behavior indicators describing performance targets.

Why are Achievement Level Standards Necessary?

- Provide employees with opportunities to identify individual skill strengths and areas for development
- Provide employees an opportunity to proactively participate in his/her own career development
- Describe specific performance guidelines for each functional skill



What are Basic Guidelines for Developing Achievement Level Standards?

- Describes a general skill set, not a specific job position or an individual's role
- Based on observable behaviors
- Uses action verbs in the first person, present tense



Where are we in the process?

Used the Functional Skill definitions in SFA Skill Catalog Version 1.0 to:

- Consolidate Functional Skill definitions
- Develop draft of 'Meets Expectations' standard for worksheets



What are next steps for you?



- *Review* your area's Functional Skill list
- *Validate* list, identifying Functional Skills that should be added or deleted
- *Verify* accuracy of skill definitions
- *Adjust* the 'Meets Expectations' standard to **five** behavior indicators
- *Develop* definition and 'Meets Expectations' standard (5 bullets) for Functional Skills that you add
- *Submit* your revisions to HR



What are next steps for us?

- Receive feedback from you and ensure consistency of the Functional Skills 'Meets Expectations' behaviors
- Incorporate Functional Skills 'Meets Expectations' standard into the SFA Skill Catalog, creating SFA Skill Catalog Version 2.0
- Educate SFA employees on using the SFA Skill Catalog Version 2.0 for personal development



Questions, Comments, Concerns?

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